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10 March 1950

S. O. PROCEDURE GUIDE NO. 11 (Revised)

INTELLIGENCE INTEGRATION DIVISION PROCEDURES

1. S. O. Procedure Guide No. 11, entitled "Registry Procedures," dated 5 January 1948, is rescinded and will be replaced by the following Manual of IID procedures.
2. The over-all effective date of this Manual is 27 March 1950. However, it is not feasible to apply these procedures to all of OSO simultaneously.
3. Accordingly, each Foreign Division Chief will be advised by IID as to the exact date these procedures will become effective for his Division.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

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Executive Secretary

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INTELLIGENCE INTEGRATION DIVISION

MANUAL OF PROCEDURES

SECTION I

1. Function and Responsibilities

- a. It is the function of the Intelligence Integration Division to provide facilities for the centralized collation, integration, processing, maintenance, and operational servicing of all reports and information produced or received by the Office of Special Operations. IID responsibilities include the receipt and dispatch of all pouches and other correspondence of OSO, the establishment and operation of required analytical processing procedures, and the maintenance of a Central Index to insure proper accessibility to all information possessed by OSO. The Intelligence Integration Division is also responsible for the preparation of summary memorandum replies to name check requests received from other U. S. Agencies or other components of CIA.
- b. In addition, the IID is responsible for all activities and services formerly performed by Central Registry Division.

2. Organization

For the organization of the Intelligence Integration Division, see Attachment No. 1.

3. Theory of the System

The procedures and activities described herein are designed to achieve the optimum centralization and integration of all data available to OSO. The system is established on a case file, dossier basis with provision for adequate general correlation files. The dossiers are supplemented by

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3x5 indices which provide the required access to the data. In the preparation of index cards, the principles of selective indexing are followed.

4. Description of the System

a. In keeping with the geographic division of responsibility within the Foreign Divisions of OSO, the case files are organized on a country basis. That is, a grouping or consolidation is effected of all data originating in each Field Station or concerning a particular country, and within these groupings subject breakdowns are created concerning specific subject matters most important from an operational and informational standpoint. Material received which does not logically fall into any specific case file will be processed into chronological station or source files.

b. The Classification Guide

The numbers assigned to the countries listed below provide the initial breakdown for the files, and the final location of material processed is governed by the country with which it is primarily concerned, with the exception of that material pertinent to a file on an individual or an international organization. The second breakdown follows a standard sub-list of eight categories, and the third breakdown indicates a specific folder within the first two preliminary breakdowns. In addition, all documents placed in a file are numbered in consecutive order within that file so that index cards may reflect the exact location of each document. The following is the list of numbers assigned to countries:

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afforded special handling in IID. Each Top Secret document is accessioned in the Top Secret log, assigned a T/S number in the CIA series, and controlled throughout processing and routing according to CIA Top Secret Security Regulations. In addition, these documents are afforded the normal processing of analysis, classification and indexing in the Top Secret Unit and are maintained there in individual manila folders. The index cards are added to the General Index, and special abstract slips are filed in the Numbering Section. However, in the IID case file, where the document would be placed if it were not Top Secret, a referral sheet is filed explaining that this serial may be found in the Top Secret Unit.

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b. Material and Operational Files

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Material bearing the indicator [REDACTED] is passed unopened thru IID to Chief, Staff "A", for delivery to the Foreign Division Chief. IID maintains an abstract record by Field Station number noting that the

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document is [REDACTED]. In addition, operational material relating to active operational files is retained in the Foreign Divisions until such time as the operation becomes inactive.

c. Non-Intelligence Material

Additional exceptions to the normal processing are those types of correspondence which fall within the responsibilities of the support functions (Personnel, Confidential Funds, Transportation and Supply) and which are required by those offices for the completion of their records. This material will be routed first to the Foreign Division concerned and from there to the appropriate support office for retention.

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d. Cables

IID will continue to maintain one copy of cables in consecutive order according to IN or OUT cable number. In addition, one copy of cables will be processed through IID into the appropriate case file, with all possible indexing being performed en route.

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appropriate IID case file. Another copy will be maintained by IID in consecutive order according to the IN or OUT number of the cable. This latter copy will be available for charge-out purposes.

6. Instruction and Tours

- a. New personnel entering on duty in the Foreign Divisions or personnel returning from overseas assignments may be referred to IID for briefing or instruction regarding preparation of pouches, use of IID facilities or general information concerning IID procedures. Also, IID personnel will be made available for group discussions in a Foreign Division at the request of the Division Chief.
- b. Periodically, tours are conducted through the Intelligence Integration Division for general informational purposes. Any authorized OSO employee may accompany one of these tours, which are designed to guide and assist all personnel making use of the IID facilities.
- c. The above instruction activities are supplementary to the regularly scheduled lectures in the Training Division.

7. Messenger Service

- a. The messenger system provides for a pickup and delivery every 45 minutes in all OSO Staffs and Divisions. Documents bearing a Field Station or Domestic symbol number are automatically re-charged to the next office listed on the Routing and Record Sheet as they pass through the messenger channels.
- b. Outgoing cables requiring coordination and release are hand carried by an IID messenger to each interested office for attention and are then carried directly to the Signal Center for transmittal. Also, incoming cables and confirmation copies of outgoing cables are carried directly to the addressee offices from the Signal Center.

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SECTION IV

RESPONSIBILITIES OF THE AREA DESK

1. The successful and effective functioning of the Intelligence Integration Division will depend to a large extent on the guidance and advice received from the individuals making use of its facilities. Suggestions for improvement and constructive criticism of existing and future procedures are solicited and will be given careful consideration. Further, it is deemed essential that all O.S.O. personnel make every effort to familiarize themselves with the principles of the I.I.D. system. The following points are discussed with a view to summarizing the part played by Foreign Division personnel in guaranteeing the most efficient operation of the procedures set forth in this Guide.

2. Review of IID Case Number

Each incoming pouch document delivered to the Foreign Divisions will clearly reflect the number and title of the file into which it has been classified. A notation will also appear indicating whether cross-references to other files have been made. It is the responsibility of the desk officer to review the classification and advise IID by appropriate notation if it is felt the document should be placed into a different case file. Also, in the event additional cross-references to other files are deemed necessary, IID will be so advised.

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files or the establishment of conflicting or unnecessary folders. Further, it is essential that an accurate record be maintained of all existing active and inactive files.

- b. Generally, Form No. 35-40, described as a "Registry Routing Slip", will be used to request the opening of a new case; however, a written memorandum to IID will also result in the necessary action being taken. In either event, the request will reflect the exact title of the new case and, in the instance of impersonal matters, a brief explanation of the type of material to be included in the new file. After approval by the Chief, IID, a number will be assigned to the new case and the requesting officer advised.

5. Briefing of the IID Analysts

The area sub-division in the Analysis Section of IID permits a high degree of area specialization on the part of the Intelligence Analysts. As the various Analysts will operate as virtual extensions of their respective Foreign Divisions' activities, it is important that they be properly acquainted with the requirements of their assigned Division. In this connection, the personnel in the Foreign Divisions will play an important part in providing guidance, instructions, and background briefing to the appropriate Analysts in IID. In turn, the Analysts will maintain a close working relationship with the appropriate Foreign Division personnel in order to insure proper coordination of IID and Foreign Division activities.

6. Document and File Control

- a. During the initial processing of incoming pouch material, a triplicate copy of the abstract is prepared for the purpose of controlling the location of a document while it is being routed through the Foreign

Divisions. This 3x5 slip, or card, is filed in the Mail Section. Each time a document is routed from one Division to another, via the messenger system, it will pass across the Document Control Desk and the change will be noted on the Control Card. When the document is returned to IID for filing, the Control Card is destroyed. An exception is a numbered document attached for background purposes to an outgoing cable or dispatch which is being routed to coordinating and releasing officers. Inasmuch as such attachments are returned promptly to the office which originated the outgoing message, no re-charge is made on the document control card.

- b. It is emphasized that complete cooperation of all Foreign Division personnel is essential to this control. If at any time it becomes necessary to "hand-carry" a document from one Division or Staff to another, the Document Control Desk, Ext. 2152, must be notified in order that the change of location may be recorded.
- c. A similar procedure of centralized location control is employed in insuring accurate charge-out responsibility for files. If a file is transferred by hand from one Division to another, the [REDACTED] Ext. 2159, must be notified.

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7. Prompt Return of Documents and Files

- a. In order that the central files may be most effective, it is essential that documents be returned to IID as soon as all action has been completed.
- b. Files charged out from IID to the Foreign Divisions should be returned as promptly as possible.

8. Assistance in "Locate" Activity

On occasions, it is necessary for the IID Locate Clerk to contact the

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Foreign Divisions in search of a document or file when an urgent request is received or when the usual control on this material has been circumvented. In these instances, it is the responsibility of the persons contacted to assist in the location of the material and to insure that every possible check is made within the Division to locate the required material.

9. Serial Removing

- a. It is realized that there are instances in which it becomes necessary to send to another Agency, or to another Office of CIA, a serial which has been placed in file. In this event, the [REDACTED] will be 25X1A8a contacted, since only IID personnel have authority to remove documents after they have been placed in a file. An employee of the [REDACTED] 25X1A8a Section will be sent to the requesting official's office to remove the serial and adjust the necessary records.
- b. The removal of a Routing and Record Sheet from an unfiled document when the document is to be sent out of OSO will be carried out by this same principle. An IID employee will be called to the Desk in order that appropriate record of the action may be made in IID.
- c. In addition to the prohibition against removing material from a file, it is to be noted that nothing is to be added to a case folder except by authorized IID personnel.

10. Disposition of Material

- a. When a carbon copy of a document, or attachments to a document, are separated from the original by Foreign Division personnel for temporary retention, it is necessary that this action be noted on the Routing and Record Sheet.
- b. In the case of obsolete or inactive material which has accumulated in

the Foreign Divisions, a memorandum of transmittal to IID will be prepared. The memorandum will describe the material, estimated future value, and recommended disposition.


11. Form for Requesting Name Checks

- a. In requesting IID to carry out a search of the Central Index on any name, subject matter, or organization, the requesting officer will fill out a Name Check Request Form and route it to the IID. Separate forms will be used for each name, and it is emphasized that known aliases, spelling variations, and pertinent identifying data must be furnished to insure an accurate search.
- b. When the requesting officer is not interested in having all available references sent to his office, a statement as to the specific action desired of IID will be noted on the Form. This statement of interest will eliminate much unnecessary effort on the part of IID in providing the required information.

12. Preparation of File Copies

- a. To facilitate processing and filing, all headquarters memoranda, outgoing dispatches, and other outgoing correspondence will be confined to one subject. A short precise title indicative of the subject content of the document will be shown, and the initials of the originating officer will appear on the file copy.
- b. Since the IID copy is the permanent record copy, care should be taken to insure that it is legible and reflects all notations and corrections placed on the original.

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- b. It is then the responsibility of the Foreign Division to prepare a cable or dispatch requesting the required information from the field.

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